

# **Vendor Contacts and Ordering Instructions**

To assure PEPPM bid protection, all PEPPM catalog orders must emailed to <u>orders@peppm.org</u> or faxed to PEPPM at <u>800-636-3779</u>. In the body of the purchase order, please include the following language: "As per PEPPM".

Product Line: Wonder Workshop

### Introduction

CDW•G is focused on meeting the mission-critical technology needs of organizations – large and small. You get great personal service, plus wide product selection, expert knowledge and advice, quick shipping and continuing technical support.

## Please email questions to the dedicated team member:

#### Derek DellaMonica

CDW Government LLC 2 Corporate Dr. Suite 800 Shelton, CT 06484 866.773.7445 deredel@cdw.com

#### **Danielle Lodovico**

CDW Government LLC 2 Corporate Dr. Suite 800 Shelton, CT 06484 203.851.7196 danilod@cdw.com

## Placing an Order via Email or Fax:

- 1. Locate product and prices on PEPPM.org or through a sales representative.
- 2. Our posted PEPPM prices are for a quantity of 1. For volume discounts on quotes, please call 1-800-808-4239 or email bids@cdwg.com.
- 3. Address the orders to:

CDW Government LLC

230 N. Milwaukee Ave.

Vernon Hills, IL 60061

- 4. All guotes and purchase orders should state "As per PEPPM."
- 5. Fax the completed order to 800-636-3779 or email to orders@peppm.org.
  - a. Your order will be reviewed and edited by PEPPM Staff.
  - b. You will be contacted to make any necessary corrections.
  - c. Your order will be issued to the vendor within 24 hours during the business week after all (if any) corrections are made.
  - d. Your order will be archived for audit support.
- 6. Standard shipping is included on all orders over \$500.00.

Orders may not be sent directly to the Awarded Vendor. All orders must be placed through the PEPPM email address (<u>orders@peppm.org</u>) or fax number (800-636-3779) to assure PEPPM bid protection.